

Financial Statements Analysis Report

The DOE Financial Statements Analysis Report is used to analyze changes in line item balances on the financial statements between the current period and the same period from the prior year. The report parameters allow users to input both a percentage change and a dollar amount change to identify those line items that meet criteria for significant account balance changes as defined by the user. The threshold parameters work together to identify any line items that meet both the percentage and the dollar change inputs.

The DOE Financial Statements Analysis Report will identify the lines meeting the user defined thresholds and provide the AFF detail comprising those lines for both the current and prior periods. After creating an Excel pivot table of the DOE Financial Statements Analysis Report's output, the user can readily review/analyze the AFF detail to identify possible cause(s) for the significant changes.

Default threshold amounts are programmed into the DOE Financial Statements Analysis Report that represent the minimum thresholds required to be analyzed at the Allottee level, as defined in the Department's 3rd quarter and year-end financial statement guidance (15% and \$20 million). Field offices may want to choose more conservative parameters than these minimum requirements. Additionally, by entering zeros for both the percentage and the dollar thresholds, this report can be used to produce the AFF detail for any line of the financial statements. However, users must ensure that only one line of the financial statements is selected in the parameter when using zeros in the thresholds since trying to produce the detail for all lines of the statements would produce too many records to handle in an Excel file.

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).

Home	STARS User Resource Documentation	Customer Service
Oracle Financials Logon	Logon to STARS Security Notice	
STARS SCR Information	News & Information:	
Request a Logon ID	No outages are currently scheduled.	
Reporting Tools	If you need assistance	
Development Tools	STARS Oracle eBusiness Suite 11i	
Training Resources	STARS Production (STRS)	Production Support Resources: STARS Online Desk Reference STARS User Resource Documentation
Support & Technical Info	Development and Test Instances	
System Administration Tools	Quality Assurance (QA)	Development (DEV)
	11.5.10 Upgrade (UPG)	Patch (PTCH)
	If you need assistance:	
	Contact I-MANAGE Enterprise Application Support (EAS), at Headquarters Call (301) 903-2500, at Field Sites Call (866) 834-6246, Choose Option 4 - Enterprise Applications Support or use the Online Support Request Form	

2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button

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The screenshot shows the Oracle E-Business Suite login interface. At the top, the Oracle logo and 'Oracle E-Business Suite' are displayed. Below this, a blue banner reads 'Welcome to Oracle E-Business Suite'. The main instruction is 'Enter your username and password to login', with a note '*Indicates Required Field'. There are two input fields: 'Username' containing 'williamsm' and 'Password' containing eight dots. Below the password field are 'Login' and 'Cancel' buttons.

3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

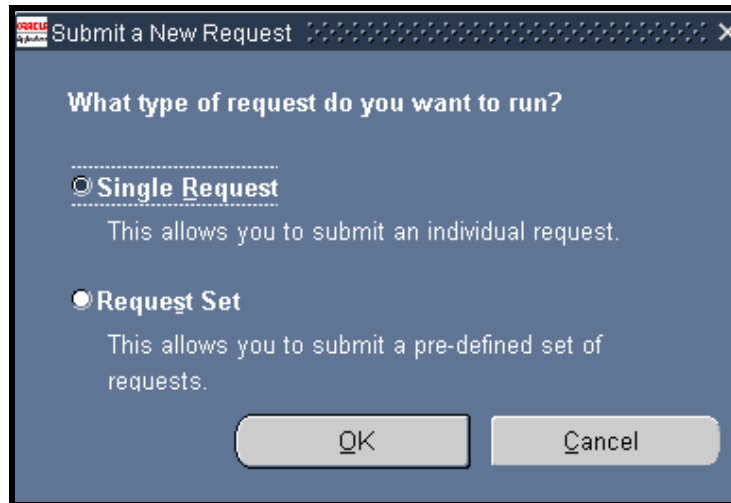
The screenshot shows the Oracle E-Business Suite Home screen. The header includes the Oracle logo and 'E-Business Suite Home'. A section titled 'Applications' contains a list of links: 'CAC FV Inquiry', 'CAC GL Inquiry', 'DOE AP Inquiry', 'DOE FV Reporting MARS', and 'DOE GL Inquiry'. To the right of this list is a text box that says 'Please click on a responsibility link to display the list of available applications.' At the bottom, there are links for 'Logout', 'Preferences', and 'Help', and a copyright notice for 2003 Oracle Corporation.

4. Under “Reports” click on Request Standard.

This screenshot shows the same Oracle E-Business Suite Home screen as the previous one, but with the 'Reports' menu expanded. The 'Applications' list is still on the left. The 'Reports' section on the right now shows 'Request Financial' and 'Request Standard' as clickable options. Below this, there is an 'Others' section with 'Run' and 'Set' links. The footer remains the same with 'Logout', 'Preferences', 'Help' links and the copyright notice.

5. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.

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Submit a New Request

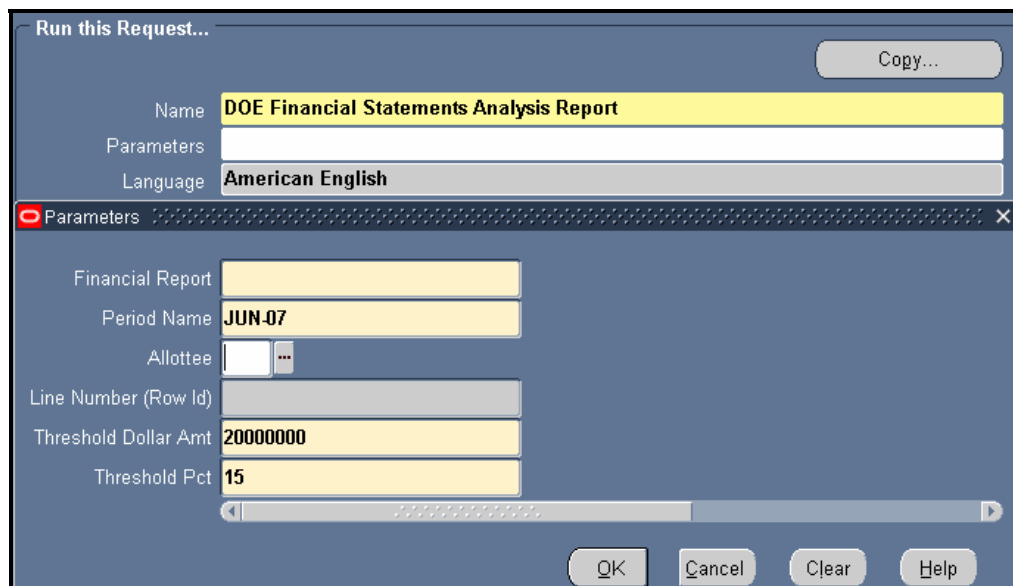
What type of request do you want to run?

☐ Single Request
This allows you to submit an individual request.

☐ Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

6. Enter “DOE Financial Statements Analysis Report” in the name field. Press Tab.



Run this Request...

Copy...

Name **DOE Financial Statements Analysis Report**

Parameters

Language **American English**

Parameters

Financial Report

Period Name **JUN-07**

Allottee

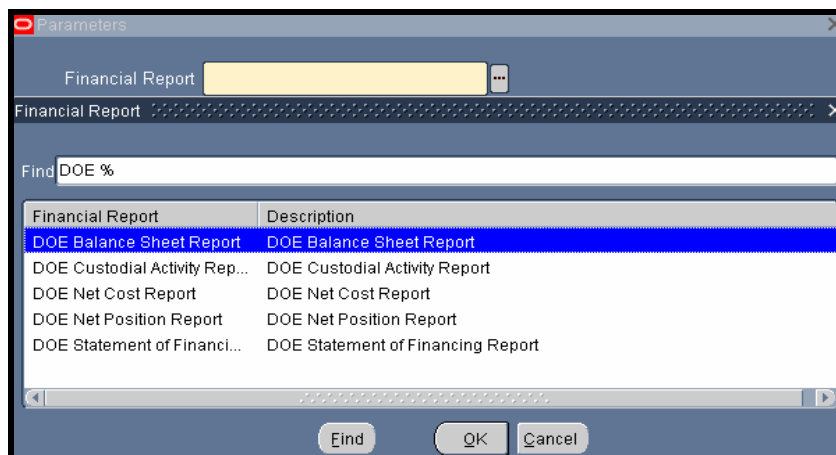
Line Number (Row Id)

Threshold Dollar Amt **20000000**

Threshold Pct **15**

OK Cancel Clear Help

From the Financial Report parameter select the report you wish to run. Click OK. The Balance Sheet Report is selected for these instructions.



Parameters

Financial Report

Financial Report

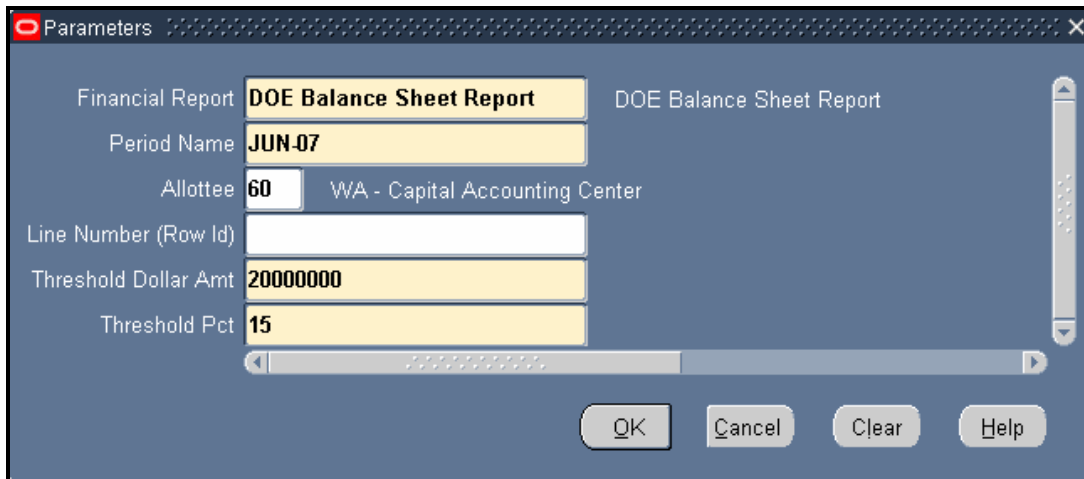
Find **DOE %**

Financial Report	Description
DOE Balance Sheet Report	DOE Balance Sheet Report
DOE Custodial Activity Rep...	DOE Custodial Activity Report
DOE Net Cost Report	DOE Net Cost Report
DOE Net Position Report	DOE Net Position Report
DOE Statement of Financi...	DOE Statement of Financing Report

Find OK Cancel

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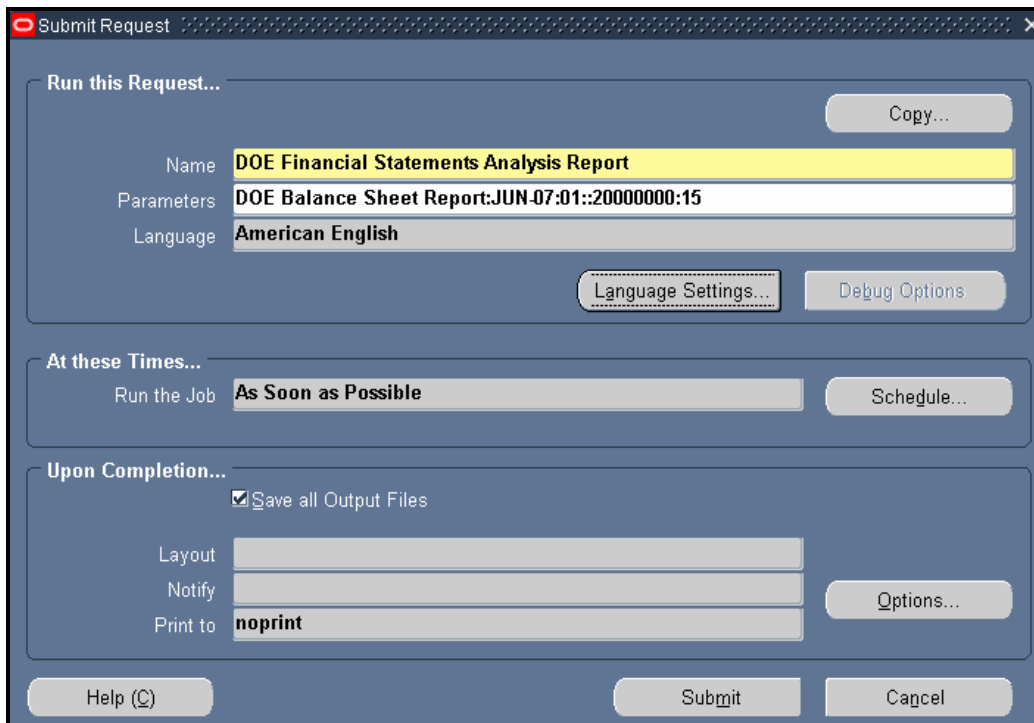
You will get the same parameters for each of the reports.



A screenshot of a 'Parameters' dialog box. It contains several input fields: 'Financial Report' with the value 'DOE Balance Sheet Report', 'Period Name' with 'JUN-07', 'Allottee' with '60' and a dropdown showing 'WA - Capital Accounting Center', 'Line Number (Row Id)' which is empty, 'Threshold Dollar Amt' with '20000000', and 'Threshold Pct' with '15'. At the bottom are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

You can leave the Allottee and Line Number (Row Id) blank. However; if you input a line number by selecting it from the List of Values (LOV) you will need to enter "0" in the Threshold Dollar Amt and Threshold Pct fields. Note: the defaulted threshold dollar amount and the defaulted threshold percentage are Department-wide amounts that are determined by KPMG each year. Allottees may choose alternative values, however the user will have to put in the new amounts.

7. Press OK. This will take you back to the Submit Request screen.



A screenshot of a 'Submit Request' dialog box. It is divided into three sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Run this Request...' section has fields for 'Name' (DOE Financial Statements Analysis Report), 'Parameters' (DOE Balance Sheet Report:JUN-07:01::20000000:15), and 'Language' (American English), with buttons for 'Copy...', 'Language Settings...', and 'Debug Options'. The 'At these Times...' section has a 'Run the Job' field set to 'As Soon as Possible' and a 'Schedule...' button. The 'Upon Completion...' section has a checked 'Save all Output Files' checkbox, fields for 'Layout', 'Notify', and 'Print to' (set to 'noprint'), and an 'Options...' button. At the bottom are buttons for 'Help (C)', 'Submit', and 'Cancel'.

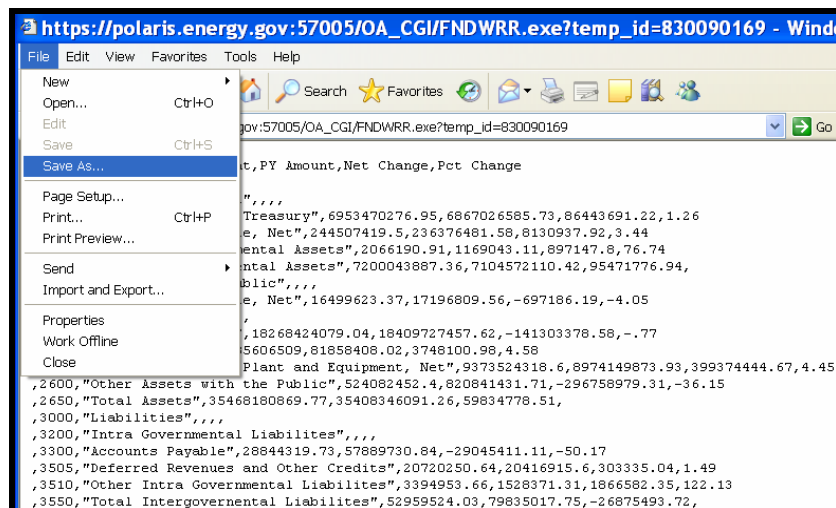
8. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There will be four output reports.

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Requests					
Refresh Data		Find Requests		Submit a New Request...	
Request ID	Name	Parent	Phase	Status	Parameters
2335892	DOE Finc Stmt Analysis C		Completed	Normal	2335862, DOE Balance Shee
2335888	DOE Balance Sheet CSV		Completed	Normal	2335863, N, NONE, N
2335863	DOE Balance Sheet Rep		Completed	Normal	DOE Balance Sheet, DOE_B
2335862	DOE Financial Statement		Completed	Normal	DOE Balance Sheet Report,
2332499	DOE Status of Funds For		Completed	Normal	2, 50249, 83, 50559, 9, MAY-0
2332496	DOE Status of Funds For		Completed	Normal	2, 50249, 83, 50559, 9, MAY-0
2330111	Chart of Accounts - Detai		Completed	Normal	50249, 00056.0000.60.000000.
2330104	DOE Status of Funds For		Completed	Normal	2, 50249, 83, 50559, 9, MAY-0
2329901	Chart of Accounts - Rollu		Completed	Normal	2, 50249, 9, 9, 2007/05/31 00:1
2329890	Chart of Accounts - Detai		Completed	Normal	50249, 00000.0000.60.000000.
Hold Request		View Details...		View Output	
Cancel Request		Diagnostics		View Log...	

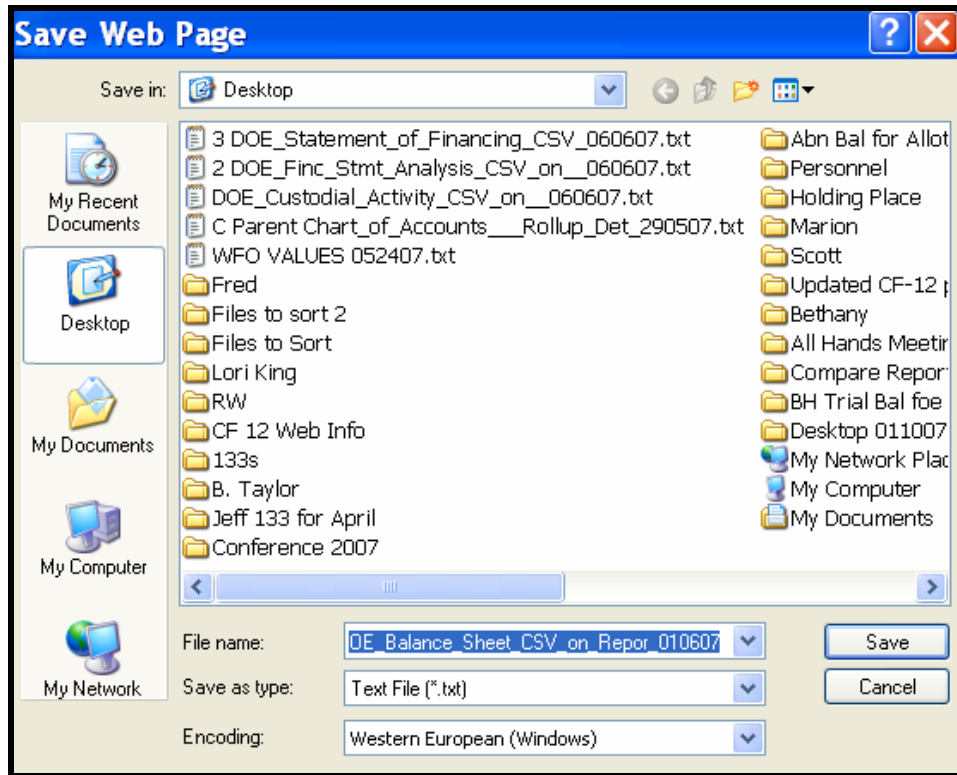
The Output you will see on your screen will contain four lines. 1) "DOE Financial Statements Analysis Report" is the empty output file with (0 bytes); 2) DOE empty output file of the financial statement you have chosen (Balance Sheet in this case); 3) DOE report with CSV percentage change; and finally, 4) DOE report with CSV output that includes AFF detail for the line item that was chosen.

- Click on the View Output button after the report Phase indicates "Completed" and the Status is "Normal".
- To print your file save your report as a text file. See instructions below on saving report as a text file.
- Click File on the menu bar and select Save As.



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13. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



14. Prepare pivot table.